

Solicitation Number: (05-0004-02)
N-STAR Program Administration Support for the Office of Naval Research

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0004 are due by 1:00 PM (local), 23 December 2004.

1.0 Background

The Office of Naval Research launched the N-Star Program in FY02 with a goal of revitalizing the Science and Technology (S&T) base in the Navy's Warfare Centers. The N-STAR program consists of a 6.1 Program, In-house Laboratory Independent Research (ILIR) and a 6.2 component, In-house Applied Research (IAR) which are used to attract and develop promising scientists and engineers that are interested in careers in conducting Naval S&T.

2.0 Statement of Work

2.1 Objective

The objective is to ensure all the elements of the N-STAR program are executed in a prompt and efficient manner.

2.2 Scope

There is a need for administrative support for the N-STAR program. The desired result is to ensure tasks given by staff are completed accurately and on time; to ensure that routine office administration and office operations continue without interruption.

2.3 Technical Tasks/Requirements

The duties of the administrative assistant's position are:

- To implement procedural guidance and procedures in coordination with ONR administrators including Department, Command and executive staff secretaries to ensure procedures are current, standard and consistent
- To schedule vehicles, conference rooms and video teleconferences
- To review correspondence for general compliance and adherence to policy format
- To prepare correspondence
- To attend staff meetings
- To arrange and organize the logistics of meetings
- To screen all visitors and telephone calls to N-STAR personnel and deliver messages, faxes and mail accurately and in a timely manner

- to appropriate staff
- To keep a calendar of all N-STAR visitors, appointments, information dispatched, conferences and meetings
- To prepare and transmit clearances for visit requests
- To prepare travel orders and assist in travel planning
- To establish and maintain files; both paper and electronic and CD Rom preparation as required
- To carry out other supportive tasks as required.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Administrative Assistant: Required – The candidate should have the ability to develop and execute all the normal functions of an administrative assistant as outlined above. The candidate should have experience in Microsoft Office suite of Programs. Desired - Knowledge of ONR policies and procedures.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a one year base period and four one-year options have been defined.

3.2.2 Base Period: The base period of performance will be from date of award through twelve months. The Base effort is estimated to be 2000 hours per year.

3.2.3 Option Periods I through IV; If an option is exercised, the period of performance will be from date of exercise of the option through twelve months. The effort for each option is estimated to be 2000 hours per year.

3.2.4 The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor category) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: The period of performance for this order is from the date of award through twelve months.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel including per diem is not to exceed (NTE) \$1,500 per year and the total non-travel ODC amount is not to exceed (NTE) \$1,000.00 per year.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: Work will normally be performed at the Office of Naval Research, 800 N. Quincy Street, Arlington, VA 22217.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be on site at the Office of Naval Research. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, computers, internet connections, general office supplies and utilities) will be provided while working in Government facilities.

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks. In accordance with FAR 52.219-14 of the MATOC contracts, Contractor employees shall perform at least 50 percent of the cost of the contract performance incurred for personnel.

4.7 Security Requirements:

a) During the performance of the effort, the contractor will be required to have a National Agency Check Investigation (NACI) clearance to gain access to the building. Additionally, Contractor is required to safeguard information labeled as proprietary.

b) Privacy Act. All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The

Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contractor should submit a cost proposal indicating The price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (fringe, overhead, G&A, Facilities Cost of Money, etc), any

consultants/subcontracts and the indirect rate, if any, to be applied to Travel/ODCs.

(c) Supplies or Services: The section for Supplies or Services and Prices/Costs should be prepared in accordance with the following:

Supplies or Services and Prices/Costs

Item No.	Supplies/Services	Estimated Cost	Fixed Fee	Total Estimated Cost and Fixed Fee
0001	Base The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0002	Travel(including per diem) Not to Exceed \$1,500.00	\$1,500.00	N/A	\$1,500.00
0003	Non travel ODCs Not to Exceed \$1000.00	\$1,000.00	N/A	\$1,000.00
0004	Option I The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0005	Travel(including per diem) Not to Exceed \$1,500.00	\$1,500.00	N/A	\$1,500.00
0006	Non travel ODCs Not to Exceed \$1000.00	\$1,000.00	N/A	\$1,000.00

0007	Option III The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0008	Travel(including per diem) Not to Exceed \$1,500.00	\$1,500.00	N/A	\$1,500.00
0009	Non travel ODCs Not to Exceed \$1000.00	\$1,000.00	N/A	\$1,000.00
0010	Option IV The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0011	Travel(including per diem) Not to Exceed \$1,500.00	\$1,500.00	N/A	\$1,500.00
0012	Non travel ODCs Not to Exceed \$1000.00	\$1,000.00	N/A	\$1,000.00
Total Order Consideration (Does not Include Unexercised Options)		To be completed by offeror	To be completed by offeror	To be completed by offeror

If available and applicable, the contractor should also provide in its cost proposal its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.3 Proposal Submission: The due date for submission of proposals for this solicitation is 1:00 PM (local time) on 23 December 2004. Proposals can be:

- (a) E-mailed to Evangelina Toledo at toledoe@onr.navy.mil.
- (b) Sent by regular mail or hand delivered. Provide for the original and two copies to arrive by the above deadline at the following address:

Office of Naval Research
Attention: Evangelina Toledo
800 North Quincy Street, Code 0252
Arlington, VA 22217-5660
Ref: 05-0004-02

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equally weighted. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 4 are equally weighted.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before 31 January 2005. The anticipated start date for this order will be 01 February 2005.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Point of Contact: The Point of Contact for this solicitation from date of posting until 17 December is Sharon L. Washington, 0252, phone – (703) 696-5054, fax – (703) 696-0066 or email – washins@onr.navy.mil. The Point of Contact from 20 December 2004 to 23 December 2004 is Evangelina Toledo, 0252, phone – (703) 696-7831, fax – (703) 696-0066 or email – toledoe@onr.navy.mil.